



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-ZA

APR - 3 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Alaska (USAG Alaska) Policy on Prevention of Sexual Harassment and Training Requirements for Civilian Personnel (USAG-AK-29)

1. All employees are entitled to a workplace that is free of discriminatory harassment. As the commander, I expect managers and supervisors to lead by example and ensure professional conduct in their workplace environments. Additionally, all individuals and employees in the command will be held to a high standard of conduct for personal behavior. Sexual or unlawful harassing behavior will not be tolerated.
2. This command supports and promotes an environment which integrates mission accomplishment with common courtesy, compassion, dignity and respect for all individuals. While not all acts of harassing behavior may be sufficiently severe or pervasive enough to trigger a violation of the law, all harassing behavior can negatively impact the organization and adversely affect mission readiness. Individuals found to be engaging in or tolerating discriminatory harassment will receive appropriate corrective action, including discipline up to removal of employees and managers.
3. Unlawful harassment is defined as verbal or physical conduct that degrades, and/or shows hostility or aversion to an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of one's friends, relatives, or associates when such conduct:
 - a. has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
 - b. has the purpose or effect of unreasonably interfering with an individual's work performance.
 - c. has an otherwise adverse effect on individual's employment opportunities.
4. Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:
 - a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

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- b. submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting a person, or
 - c. such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- 5. To ensure the personnel have been informed about what behaviors constitute harassment and that such behavior may result in disciplinary actions, all USAG Alaska employees are required to attend Prevention of Sexual Harassment (POSH) training as follows:
 - a. Initial POSH: This is a mandatory one time training requirement. All non-supervisory employees must attend this training as soon as possible after their initial appointment to an Army position. All military and civilians supervisors of civilians will attend this training within six months of assuming a supervisor position.
 - b. Refresher POSH: All employees and supervisors must complete a refresher course every two years.
- 6. The EEO Office schedules and advertises Initial Employee, Initial Supervisory, and Refresher POSH training classes annually at Forts Richardson and Wainwright. Managers, supervisors and employees may contact their servicing EEO Office to register for classes (FRA EEO Office: 384-2080; FWA EEO Office: 353-9156). Additionally, a refresher course can be accessed online at <http://www.wainwright.army.mil/eo/training.htm>.
- 7. When issues of harassment are raised by employees, managers and supervisors must immediately address their concerns. Management officials will initiate a prompt, thorough and impartial inquiry of all allegations. While conducting the inquiry, the confidentiality of harassment complaints will be protected to the greatest extent possible. The EEO office can provide guidance on conducting inquiries and/or provide mediation services. If management finds that harassing behavior has occurred, they will take immediate action to stop the harassing behavior and ensure further harassment does not occur.
- 8. Employees must take advantage of preventive or corrective opportunities. If employees believe they are being subjected to harassing behavior, the following avenues of readiness are available:
 - a. Employees are encouraged to report harassment to management officials before it becomes severe or pervasive. All incidents of harassment should be reported to the first-line supervisor. If the first-line supervisor is perpetuating the harassing behavior, report the conduct to the next supervisor in the chain of command.

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b. If an individual has reported harassment to management officials and appropriate corrective measures have not been taken, they may report the harassing conduct to the Deputy to the Garrison Commander, USAG Alaska or the Deputy to the Garrison Commander, Fort Wainwright. The point of contact at Fort Richardson is Mark Vaughn, 384-6575 or by e-mail james.mark.vaughn@us.army.mil. At Fort Wainwright, contact Rich Mauer at 353-7660 or by e-mail at rich.mauer@us.army.mil. The Deputy will put the complaint in writing and forward it to the commander within 48 hours of your discussion. Within 72 hours of receipt of the complaint, the commander will initiate an investigation of your allegations. Investigations are expected to be completed within 14 days and the complainant will be advised of the results and the commander's decision in writing. The decision of the commander is final with no right of appeal to the courts and no entitlement to compensatory damages.

c. Individuals may lodge a complaint by contacting an EEO official or an EEO counselor within 45 days of the date of the alleged discriminatory action. Individuals providing information regarding harassing behavior or lodging EEO complaints are protected by law against retaliation. For information on filing a complaint at Fort Richardson, contact Wanita Pressley at 384-2080 or by e-mail at wanita.pressley@us.army.mil or Tom Rentz at 384-2034 or by e-mail at tom.rentz@us.army.mil. At Fort Wainwright contact Carolyn Moody-Wilkinson at 353-9063 or by e-mail at carolyn.moody@us.army.mil.

9. Policy questions may be directed to the USAG Alaska EEO Officer, Tom Rentz at 384-2034 or by e-mail at tom.rentz@us.army.mil.

10. I expect the personnel involvement and commitment of each individual across the Command to prevent and when encountered to report incidents of harassment.


DAVID L. SHUTT
COL, AR
Commanding

Distribution:

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